

Thank you for your interest in developing your career through employment with the Member Firms of the Consulting Engineers of Manitoba.

Your resume is one of the basic components of your job search tool chest. To the extent that a job search is a marketing process; your resume is your sales brochure. It should be well crafted to catch the attention of the qualified buyer (potential employer). This guide is intended to help prepare prospective employees with the preparation of their resume.

In order to obtain employment, students must be able to provide examples from their past education, work, or life experiences that demonstrate the skills necessary to be successful in the consulting engineering industry. We hope this guide aids you in your effort to prepare your resume.

Thank you for your interest in pursuing a career with a Consulting Engineers of Manitoba Member Firm, and good luck!

The Resume

Definition of a Resume

A resume is a brief, concise document that presents, and effectively sells, your most relevant and positive credentials for employment.

Resume Purpose

The purpose of a resume can be summarized as follows:

- Obtain an interview.
- Catch your reader's interest and make them want to know more about you
- Effectively advertise your work skills.
- Represent you in your absence and convey your image.
- Draw attention to your more significant accomplishments and contributions.
- Demonstrate your written communication skills.
- Provide an outline for an interview.
- Remind the interviewing supervisor of you after the interview.

Writing an effective resume is a process of gathering information together, and choosing the information that is most relevant to the job you are seeking, selecting a resume format, putting a draft resume together, and editing your draft until it is as impressive as you can make it. Follow these simple steps:

Resume Preparation

Before preparing your resume, answer the following questions in a persuasive manner. The material used in answering these questions will aid you in developing a winning resume, as well as an interview.

Be positive! Companies want to hire people who view challenges and opportunities with optimism.

1. **What do you want?** This is your job target. Your resume should be built around your job target (whether you include an objective or not) so that prospective employers can immediately see what position you are aiming for.
 2. **Why are you qualified to do it?** This is where you outline the skills and credentials that qualify you for the job. Include names and addresses of educational institutions you have attended, the programs completed or in process of completing, major areas of study or training, any awards or recognition you have received. You may wish to include your GPA if you feel comfortable. Also include any memberships that show you have knowledge or experience related to the type of job you want, or show that you have positive characteristics such as personal initiative. Make sure
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when making a list of your skills, list situations in which you have demonstrated those skills.

Skills fall into two categories: Technical and Generic. Technical skills are the skills required to do a specific job. Generic skills are those that are transferable to many different types of work settings.

Decide which qualifications you should emphasize for the type of job you are seeking. Your strongest qualifications should be listed closest to the beginning of your resume.

- 3. Where have you done it?** This is where you outline who you worked for and what you did. Ideally, your descriptions should include lots of action verbs and functional skills that are most relevant to your job target. You will find a list of action verbs near the end of this guide. Include names, addresses and telephone numbers of former employers, dates of employment and names of supervisors, job titles, job descriptions. Also include any related volunteer experience, hobbies, and other activities that demonstrate your capabilities.

 - 4. How well have you done it?** List accomplishments and special and/or challenging projects you completed, or aided in the completion of. Give examples of situations in which you surpassed expectations. The best examples are those that demonstrate quantifiable results, or your willingness to go “the extra mile”. Ensure that you state clearly what you have done personally. The prospective employer is not interested in what the company, or the team you were a part of, has done.
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Resume Format

- Choose a resume format. The three most common types of resume formats to choose from are: Chronological, Functional, and Combination. Advantages and disadvantages of each are listed in the following table.

Resume Format	Chronological	Functional	Combination
Who Should Use This Format	Appropriate for all. Can emphasize work experience or education, whichever is stronger.	Job seekers with a variety of skills and experiences. Used by professionals or managers.	Job seekers who want to emphasize both work and personal skills.
Target Employers	Appropriate for all. Useful as a general application for any position.	Employers requiring specific or technical skills for their positions.	Suitable for most jobs or employers.
Description	Traditional format that is most commonly used. Education and work experience are presented in chronological order beginning with current or most recent experiences.	Focus is on specific skills, knowledge, and experiences. Previous employers and positions held are given minimal attention. Headings outline different skill areas.	Emphasizes both skills and work experiences. Allows job seeker to highlight skills in logical format.
Advantages	Easy to organize Best when job experiences are within same field. Useful when current/last employer is an asset to work history.	Can be organized to highlight skills as they relate to a specific job. Good for those with a variety of different, relatively unconnected work experiences. Best suited to job seekers who have done lots of freelance or temporary work.	Good for job seekers with a clear job focus, knowledge of position and employer requirements. Can be used to highlight non-paid experiences which relate to specific position being applied for.
Disadvantages	Not well suited to job seekers: with lots of short-term jobs or gaps in employment, who have been in the same position for a long time.	Not well suited for job seekers who: want to emphasize job growth and development, could benefit from the use of the name of the most recent employer, have a limited number of skills or work experience to emphasize.	Not well suited for job seekers who: Are unclear about their skills and accomplishments, Have little paid or non-paid experiences to identify, Have had many breaks in their employment history.

As can be seen above, each resume format has advantages and disadvantages. However, the functional resume can sometimes be difficult to follow for prospective employers. Therefore, generally speaking, a chronological or combination style resume is recommended.

Resume Categories

A typical resume contains the following categories: Personal Data, Education, Experience, and Extra Curricular Activities. Although most resumes contain similar categories, the way in which the information is delivered varies depending on resume format. Resume categories you may wish to consider are as follows:

- Personal Data
- Career Aims & Goals
- Education
- Work Experience
- Special Skills (ex. Computer Skills, Surveying Skills, Willingness to Travel)

- Awards
- Memberships
- Extra Curricular Activities
- Interests
- Languages
- References

References

If supplying references on your resume, include titles, business and telephone numbers. Choose your references carefully and consult the people you choose before using their names. Let them know the position you have applied for and the skills you would like to highlight. If they don't feel comfortable about recommending your work, they cannot give you a strong recommendation. Ideally you should have three references from individuals who can comment on your abilities in areas of employment, education and character. It is also considered a good idea to give your references a copy of your resume and point out how your qualifications relate to the job you are seeking. The better informed your references are, the better prepared they are to answer questions when employers call them.

You can also specify 'references will be provided upon request' on your resume. In this case, be sure to bring a typed list of your references to all your interviews in case they are requested.

Resume Suggestions

- Resumes should be between 1 - 2 pages in length.
 - Use 8 ½" x 11" white or neutral toned high quality paper.
 - Use size 10 or 12 font with the exception of your name and header where you might want to use a font 1 or 2 sizes larger.
 - Leave at least a 1" margin on all sides.
 - Put your name on each page.
 - The presentation of your resume is as important as the content, make sure that it is visually pleasing - use a good quality printer.
 - Your resume should be scanner friendly.
 - The resume must be error free, use spell check but also have another person proof read it – preferably a person who is proficient at evaluating and critiquing resumes.
 - Your resume must be well organized and laid out in a logical manner.
 - Normally you start with your most recent education and work history, then work backwards.
 - Content should be arranged in order of importance.
 - Actively sell your qualifications by focusing on accomplishments and results rather than routine job descriptions.
 - Dates can be placed in a left or right hand column or in the middle, whatever your choice, but always be consistent.
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- Keep it simple, clear, organized and concise. Make the reader's job as easy as possible.
 - Eliminate personal pronouns such as "I".
 - Use point form as much as possible and keep any sentences short and to the point.
 - Bold and/or underline the things that you want to stand out such as your name, various headers, your degree and your job titles.
 - When describing each job duty, use action verbs such as those listed in this guide.
 - The resume is not normally a stand-alone document, It usually is accompanied by a cover letter that indicates the position you are applying for and how you heard about it.
 - The resume should focus on your skills and abilities and what you can do for the company, not what they can do for you.
 - Read and re-read your resume. Any spelling or grammar errors, typographical errors or other mistakes could eliminate you from the competition.
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Action Verbs

When writing your resume and cover letter, it is important to express your experience, skill set, accomplishments, and background using an active voice.

The following is a sample list of action verbs that can be used to express your experience and skills.

Management Skills

administered
 analyzed
 assigned
 attained
 chaired
 contracted
 consolidated
 coordinated
 delegated
 developed
 directed
 evaluated
 executed
 improved
 increased
 organized
 oversaw
 planned
 prioritized
 produced
 recommended
 reviewed
 scheduled
 strengthened
 supervised

Communication Skills

addressed
 arbitrated
 arranged
 authored
 corresponded
 developed
 directed
 drafted
 edited
 enlisted
 formulated
 influenced
 interpreted
 lectured
 mediated
 moderated

Negotiated
 persuaded
 promoted
 publicized
 reconciled
 recruited
 spoke
 translated
 wrote
 motivated

Technical Skills

assembled
 built
 calculated
 computed
 designed
 devised
 engineered
 fabricated
 maintained
 operated
 overhauled
 programmed
 remodeled
 repair
 solved
 trained
 upgraded

Research Skills

clarified
 collected
 critiqued
 diagnosed
 evaluated
 examined
 extracted
 identified
 inspected
 interpreted
 interviewed
 investigated
 organized
 reviewed

systematized
 surveyed
 summarized

Detailed Skills

approved
 arranged
 catalogued
 classified
 collected
 compiled
 dispatched
 executed
 generated
 implemented
 inspected
 monitored
 operated
 organized
 prepared
 organized
 prepared
 processed
 purchased
 recorded
 retrieved
 screened
 specified
 systematized
 tabulated
 validated

Teaching Skills

adapted
 advised
 clarified
 coached
 communicated
 coordinated
 developed
 enabled
 encouraged
 evaluated
 explained
 facilitated

Instructed
 persuaded
 set goals
 stimulated
 guided
 informed
 initiated

Helping Skills

assessed
 assisted
 clarified
 coached
 counseled
 demonstrated
 diagnosed
 educated
 expedited
 facilitated
 familiarized
 guided
 referred
 rehabilitated
 represented

Creative Skills

acted
 conceptualized
 created
 designed
 developed
 directed
 established
 fashioned
 founded
 illustrated
 instituted
 integrated
 introduced
 invented
 originated
 performed
 planned
 revitalized
 shaped

Example Chronological Resume

Tom Parker

214 Park Ave. Winnipeg, Manitoba R3B 3A5 (204) 123-4567 tparker@escape.com

Education

- 2004 – Present **Fourth Year Bachelor of Science in Civil Engineering**
University of Manitoba
GPA: 3.65/4.5
Relevant Courses: Transportation Engineering 2, Structural Design 2, Geotechnical Design, Infrastructure Engineering and Construction Management
- June 2004 **High School Diploma (Honours)**
St Paul's High School - Winnipeg, Manitoba

Employment History

- Summer 2006, 2007 **Civil Engineering Co-operative Student**
Town of Homeville, Homeville, Manitoba
- assisted with the design and preparation of project drawings
 - performed field inspections for projects
 - ensured integrity and completeness of contractor's work
 - collected data using both total stations and GPS surveying equipment for project drawings
 - conducted preliminary, as-constructed, and layout surveys
- Summer 2005 **Instrument Person**
McMillan & Martin Land Surveyors, Winnipeg, Manitoba
- conducted field surveys and operated survey instruments to measure distance, angles, elevations and contours
 - recorded measurements and other information obtained during field surveys
 - prepared detailed drawings and reports from survey data collected
- 2003 – 2005 **Cashier**
Amco Canada, Winnipeg, Manitoba
- provided information to customers and responded to questions and complaints
 - operated a computerized till
 - ordered and maintained inventory

Awards

2006 & 2007	Dean's Honour List, Faculty of Engineering
2006	Association of Professional Engineers Manitoba Scholarship
2005	University Entrance Scholarship

Special Skills

Computer Skills	Languages: Visual C++, Java, Visual Basic Software: AutoCAD 2005, Microsoft Office 2005 Operating System: Windows Vista, Windows XP
Surveying Skills	Operated a total station and transit
Languages	Fluent in English and French

Memberships

2006 - present	Student Member, Canadian Institute for Civil Engineering
2006 - present	Student Member, Association of Professional Engineers and Geoscientists of the Province of Manitoba

Extra Curricular Activities

2007	Team Organizer, Great Northern Concrete Toboggan Race
2005 – 2007	Coach, Tigers Hockey Team

Interests

Hockey, basketball, and travelling

References

Available upon request

Example Functional Resume

Tom Parker

214 Park Ave. Winnipeg, Manitoba R3B 3A5 (204) 123-4567 tparker@escape.com

Education

- 2004 – Present Fourth Year Bachelor of Science in Civil Engineering
University of Manitoba
GPA: 3.65/4.5
Relevant Courses: Transportation Engineering 2, Structural Design 2, Geotechnical Design, Infrastructure Engineering and Construction Management
- June 2004 High School Diploma (Honours)
St Paul's High School - Winnipeg, Manitoba

Related Skills

Technical/Analytical Skills

- Assisted with the design and preparation of project drawings
- Performed field inspections for projects
- Ensured integrity and completeness of contractor's work
- conducted field surveys and operated survey instruments to measure distance, angles, elevations and contours
- Collected data using a total station, transit, and GPS surveying equipment for project drawings
- Recorded measurements and other information obtained during field surveys
- Prepared detailed drawings and reports from survey data collected
- Assisted in the design and construction of a concrete toboggan for the Great Northern Concrete Toboggan Race

Communication/Interpersonal Skills

- Presented "a major" project at the University of Manitoba on the design, analysis and implementation of glass fiber reinforced polymer dowels for concrete pavements
- Chaired meetings as President of the University of Manitoba Student Chapter of the Canadian Society for Civil Engineering
- Responded to customer questions and concerns and referred them to appropriate personnel within the company
- Fluent in English & French

Computer Skills

- Languages: Visual C++, Java, Visual Basic
- Software: AutoCAD 2005, Microsoft Office 2005
- Operating System: Windows Vista, Windows XP

Awards

2006, 2007	Dean's Honour List, Faculty of Engineering
2006	Association of Professional Engineers Manitoba Scholarship
2005	University Entrance Scholarship

Work Chronology

Summer 2006, 2007	Civil Engineering Co-operative Student, Town of Homeville, Homeville, Manitoba
Summer 2005	Instrument Person, McMillan & Martin Land Surveyors, Winnipeg, Manitoba
2003 – 2005	Cashier, Amco Canada, Winnipeg, Manitoba

Memberships

2006 - present	Student Member, Canadian Institute for Civil Engineering
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